

RCAA  
OEP

07-RIN-00490-01

## FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

A FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

### FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS database by the FOIA Coordinator, OEP. The FOIMATS database assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are hand-carried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials.

### PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. Scope of the request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. **INCLUDE THE CONTROL SLIP** when submitting to the FOIA Coordinator, OEP. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS database by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress.

### PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER/MAILING/OFFICIAL FOIA FILE RETENTION

	Yes	Date	No	N/A
Program has responsive records.....	✓	6/11	—	—
Index of records released and/or denied... (needed for each facility)	✓	—	—	—
Counsel consulted re releasability of records.....	—	—	✓	—
Exemption cited for records denied 5 U.S.C. 552(b).....	—	—	—	✓
Copy(ies) of record(s) initially denied in program's files OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor.....)	—	—	—	✓



R00183221

RCRA RECORDS CENTER

	Yes	Date	No	N/A
Business confidentiality determination applicable.....				✓
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim.....				↓
Extension of "due date" requested citing 40 CFR 2.112(e).....				↓

\_\_\_(1) The need to search for and collect the requested records from offices that are physically distant from this office

\_\_\_(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request

\_\_\_(3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment..... ✓

Cost of processing request: Record Search 1 hr(s) @ 10.00 per ½ hr.; Record Review .5 hr(s) @ 10.00 per ½ hr.; copying 89 Pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) \_\_\_\_\_.

Date of transmittal of records/information to OEP 6/11

Person(s) responsible for gathering records/information (contact for response letter):

see back below

Division Director (or designee) concurrence/signature

*[Signature]*

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**\*\*EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS\*\***

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE (PER HOUR SALARY) FOR ADMINISTRATIVE COSTS.

TOTAL HOURS:	<u>.25</u>	HOURLY RATE:	<u>14.83</u>	TOTAL COST:	<u>3.71</u>
TOTAL HOURS:	<u>.75</u>	HOURLY RATE:	<u>29.30</u>	TOTAL COST:	<u>21.98</u>
TOTAL HOURS:	<u>.5</u>	HOURLY RATE:	<u>33.73</u>	TOTAL COST:	<u>16.87</u>
TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____
TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____
TOTAL HOURS:	_____	HOURLY RATE:	_____	TOTAL COST:	_____

Ken Herbstowski (913) 551-7631 ARTD/RCAP

Randy Rohman (913) 551-7543

Scott Ritchey (913) 551-7641

John Smith (913) 551-7845

Jawa Army Ammunition  
Kansas Army Ammunition  
Sunflower Army Ammunition  
Lake City Army Ammunition  
U.S. DOE  
McDonnell Douglas

# Freedom of Information Act Request

## 07-RIN-00490-01

Requestor: MICHAEL LANEY Request Date: 05/09/2001  
Company: LOCKHEED Date Received: 05/10/2001  
MARTIN  
Fee Category: COMMERCIAL Acknowledged: 05/10/2001

Subject: A COPY OF RCRA PERMIT COVER PAGE AND FIRST 10  
PAGES OF EACH PERMIT FOR SIX SPECIFIED FACILITIES

Lead Office: 07-OEP  
Assigned to: 07-OEP, 07-RCAP

Original Due Date: 06/08/2001 New Due Date:

Track: BASIC Fee Waiver NO  
Requested:

FIS Initials: EN

**SPECIAL INSTRUCTIONS:**  
PROGRAM PROVIDE INPUT, OEP  
SIGNATURE

FOIAS ARE HAND-CARRIED TO  
DIVISION/BRANCH/OFFICE ON DATE  
RECEIVED. FOIAS ARE DUE TO  
REQUESTOR 20 WORKING DAYS FROM  
DATE RECEIVED.

11 MAY 2001  
TRI-COR IND  
GB

\_\_\_\_\_  
REC'D BY:

\_\_\_\_\_  
DATE



Internet Daemon  
Owner  
<idaemon@mountain.  
epa.gov>

To: R7FOIA

cc:

Subject: (128132259) On-line FOIA Request

05/09/01 12:22 PM

ADDRESS:

86 South Cobb Dr, Dept REM3, Zone 0533

CITY:

Marietta

COMPANY:

Lockheed Martin

E-MAIL:

michael.k.laney@lmco.com

FAX:

770-494-8694

FEE:

50-100

NAME:

Michael Laney

PHONE:

770-494-6607

SITE/FACILITY/ENTITY:

Iowa Army Ammunition Plant

17571 State Hwy 79 (ICI Americas on site)

Middletown, Iowa 52638-5000

Handler ID: IA7213820445

Kansas Army Ammunition Plant

23018 Rooks Rd

Parsons, Kansas 67357-8403

Handler ID: KS0213820467

Sunflower Army Ammunition Plant

35425 W 103rd

Desoto, Kansas 66018

Handler ID: KS3213820878

Lake City Army Ammunition Plant

Jct Hwy 7 & 78

Independence, Missouri 64051-0250

Handler ID: MO4213820489

McDonnell Douglas Corp Tract 1

McDonnell & Lindbergh Blvd

Hazelwood, Missouri 63042

Handler ID: MOD000818963

US Dept of Energy

2000 E Bannister Rd

Kansas City, Missouri 64131-3095

Handler ID: MO9890010524

SPECIFIC\_INFORMATION\_NEEDED:

I am requesting a copy of the RCRA Permit cover page and the first ten (10)

07-RIN-00490-01

RECEIVED

MAY 10 2001

EPA-RGAD-OEP-FOIA  
REGION VII

RCAP

OEP

IAR000000986

who issued

Randy

Jeff

Scott

have

pages of the RCRA Permit for each of the above listed facilities.

STATE:

Georgia

TYPE:

Commercial

ZIP:

30063-0533

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WARNING NOTICE

This electronic mail originated from a federal government computer system of the United States Environmental Protection Agency (EPA). Unauthorized access or use of this EPA system may subject violators to criminal, civil and/or administrative action. For official purposes, law enforcement and other authorized personnel may monitor, record, read, copy and disclose all information which an EPA system processes. Any person's access or use, authorized and unauthorized, of this EPA system to send electronic mail constitutes consent to these terms.

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This information is for tracking purposes only.

Submitting script: /cgi-bin/mail.cgi

Submitting host: 192.31.86.35 (192.31.86.35)

Browser: Mozilla/4.73 [en] (WinNT; U)

Referred: <http://www.epa.gov/region07/programs/oep/request.html>

TSSMS: rgytgrnj

Mail to File: r7foia  
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